



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## MEDICAID SERVICES SPECIALIST III

Job Number: 20001865

Job Code: 96910V000101

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 11/16/2001

Job Revised: 02/24/2006

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs multi-faceted functions of the Medicaid program which includes two or more of the following: performing advanced enrollment functions; OR, serving as a resource person and trainer for staff; OR, drafting administrative regulations to assure compliance with changes in federal or state Medicaid legislation; OR, providing expert assistance to recipients, providers, professional association of providers and government agencies in complex medicaid cases involving two or more of the provider, recipient or program categories; OR, performing in-depth research, review and analysis of health care information, legislation and/or regulations; OR, identifying and referring potential Medicaid program fraud and abuse incidents; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have four years of experience in Medicaid and/or Medicare program administration, health insurance administration/ systems, eligibility systems, health care research, health care planning, health care financial management, health care policy development or human service or health care administration, or research, review and analysis of legislation and/or regulations.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in the above areas will substitute for the required college on a year-for-year basis.

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Serves as a team leader. Serves as a resource person/trainer for staff. Responds to complex inquiries from applicants and recipients of Medicaid services, coverage and other issues. Addresses various questions regarding policy issues from governmental agencies and the general public to provide information on medical assistance policies and procedures. Disseminates program policy, procedure, claims, billing and other information to health care providers, recipients, management staff and others. Interprets all policies, procedures and regulations. Serves as lead worker on projects requiring specialized research and the transfer of knowledge. Performs in-depth research in response to inquiries and prepares oral or written responses on covered services, eligibility claims, adjudication, billing formats, hospitalization, dental services, vision, invoices, transportation and other programs including updates of systems files as appropriate. Identifies numerous program deficiencies through provider, recipient and other agency inquiries. Identifies and refers potential Medicaid program fraud and abuse incidents to appropriate office for investigation. Assists in collecting or avoiding the inappropriate payment of Medicaid program funds. Ensures that providers meet all prescribed standards of eligibility mandated by statutes and regulations. Analyzes on a monthly basis trends in program cost and usage. Develops contracts. Participates in program Technical Advisory Committee meetings and provides needed reports and/or information for the members.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*